STAFF REPORT

MEETING DATE:	**December 14, 2023**
SUBJECT:	**Approve Cash Disbursements for September through October 2023**
AGENDA ITEM:	**7-4**
STAFF CONTACT:	**Jessica Carlson, Chief Fiscal Officer**

STAFF RECOMMENDATION:
It is recommended that the board of directors approve disbursements for the period of September through October 2023.

DISCUSSION:
Generally accepted auditing standards require that the board of directors receive interim and year-end financial information to assess agency operations. For activity from agency accounts that occurs between each board meeting, staff prepares and submits a cash disbursements report. The report includes activities from all significant accounts holding funds for grants that SRTA administers for the region, including:

- Operating
- Transportation Development Act (TDA) Accounts;
    - Local Transportation Fund (LTF);
    - State Transit Assistance (STA); and
    - Consolidated Transportation Services Agency (CTSA) allocations.
- Regional Surface Transportation Program (RSTP) exchange funds; and
- Low Carbon Transit Operations Program (LCTOP)

ALTERNATIVES:
The board of directors may approve the report with clarifications.

FISCAL IMPACT:
The cash disbursement report has no direct impact on agency finances.

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Sean Tiedgen, AICP, Executive Director

Attachment: SRTA Disbursements, September through October 2023

SRTA Operating at Umpqua				
Date	Num	Name	Memo	Withdrawal
09/01/2023	DEBIT	APA California	APA California 2023 Conference	200.00
09/05/2023	DEBIT	Record Searchlight	Monthly Subscription	14.99
09/07/2023	4900	DKS Associates	Consultant Services June and July	9,165.00
09/07/2023	4901	Forest Design	August Landscape Maintenance	295.62
09/07/2023	4902	LSC Transportation Consultants	Coordinated Transportation Plan Prof. Services through 7/28/23	17,026.30
09/07/2023	4903	Spectrum Business	Internet September	134.98
09/07/2023	4904	Verizon Wireless	Monthly Charge 3 SRTA Staff Phones 6/18 - 7/17/23	155.67
09/11/2023	DEBIT	Buffer, Inc.	Social Media Management for SRTA 23-24	663.00
09/11/2023	DEBIT	Mailchimp	Online Survey Host Subscription 8/11 to 9/10/23	32.50
09/11/2023	DEBIT	Bluehost	Domain Annual Renewal - North State Super Region Website	89.88
09/12/2023	4905	CalPERS-Fiscal Services	Employer Contributions to Health Premiums and Other Post Employment Benefits (OPEB)	24,147.47
09/14/2023	4924	Apex Technology Management	IT Support Services September	2,847.55
09/14/2023	4925	Benefit Resource	Flexible Spending (FSA) and Health Reimbursement (HRA) Accounts Admin August 2023	100.00
09/14/2023	4926	LAMAR	Beach Bus Wrap Product and Installation (Month 3 of 4)	2,534.00
09/14/2023	4927	MJM Services	September Cleaning $600 Supplies $235.17	835.17
09/14/2023	ACH	PG&E	Gas Utility September	25.14
09/15/2023	2318	Teamwork HR	Payroll 09/15/2023	33,209.52
09/15/2023	PYRL0915	Sean Tiedgen	Staff Travel Advance - CALCOG Leadership Training and APA Conference Fresno	2,150.72
09/18/2023	DEBIT	Adobe Creative Cloud	Adobe Stock Images September	29.99
09/20/2023	ACH	Umpqua Bank	Bank Fees September	30.00
09/21/2023	4928	Air-O Service	HVAC Repairs to Suite 101 Unit	1,115.56
09/21/2023	DEBIT	Amazon.com	UPS Battery Backup System	113.62
09/21/2023	4929	Bay Alarm	Monthly Access Control and Intercom Support	577.86
09/21/2023	4930	Carrel's Office Solutions	Copier usage period 8/1 to 8/31/23	304.41
09/21/2023	4931	Clark Pest Control of Stockton	Pest Control REISSUE July 2023	124.00
09/21/2023	4932	GHD Inc.	Professional Services Rendered period 7/30 - 8/26/23 for 273 Multimodal Corridor Plan	59,804.50
09/21/2023	4934	World Telecom	Swapped Phone Lines and Staff Training	62.50
09/21/2023	DEBIT	Zoom	Annual Zoom Renewal and September 2023	140.00
09/21/2023	ACH	City of Redding Utilities	Utilities September	1,171.91
09/21/2023	4933	Kenny & Norine	Legal August	556.98
09/21/2023	DEBIT	Office Depot	Office Supplies	178.09
09/27/2023	DEBIT	Eventbrite	Organizer Fee for Regional Hydrogen Workshop for Shasta Region 11/2/23	9.99
09/29/2023	PYRL0929	Sean Tiedgen	Staff Final Expenses - CALCOG Leadership Training and APA Conference Fresno	767.56
09/29/2023	2326	Teamwork HR	Payroll 09/29/2023	29,816.48
09/29/2023	DEBIT	Adobe Creative Cloud	Acropro Subscription September Prorate for annual license changes	10.61
10/02/2023	DEBIT	GFOA	2023 GAAP Update - Government Finance Officer's Association Virtual Training	150.00
10/02/2023	DEBIT	Anewscafe	Anewscafe Online Subscription September 30, 2023 to October 30, 2023	1.35
10/02/2023	ACH	Umpqua Bank - Building Loan	Building Loan Payment 2023	67,470.72
10/04/2023	ACH	CalPERS-Fiscal Services	Employer Contributions to Health Premiums and Other Post Employment Benefits (OPEB)	17,532.60
10/04/2023	DEBIT	Nationwide - Plan Sponsor	Nationwide 457 Contributions Payroll 09/29/2023	3,143.84
10/04/2023	DEBIT	Record Searchlight	Unlimited Digital Access October	14.99
10/05/2023	4468	City of Shasta Lake - Other	Farr Community Center Facility Deposit - Regional Hydrogen Workshop	525.00
10/05/2023	4935	Alliant Insurance Services, Inc	SLIP – Special Liability Insurance Program 9/29/2023 to 9/29/2024	10,521.16
10/05/2023	4936	Apex Technology Management	IT Support Services October	70.38
10/05/2023	4937	AT&T Mobility	SRTA iPad 8/9 - 9/8/23	43.23
10/05/2023	4939	Citiguard	August Security 2023	415.00
10/05/2023	4938	Dept of Industrial Relations	Elevator Inspection Fee/Permit (Inspection Date 8/29/23)	225.00
10/05/2023	4941	DKS Associates	ShastaSIM Update per NTP Professional Services 8/1 - 8/31/23	6,345.00
10/05/2023	4942	ECORP	Environmental Support Services for 2022 RPT/SCS 7/1 - 7/31/23	19,326.25
10/05/2023	4943	Forest Design	September Landscape Maintenance	295.62
10/05/2023	4944	Record Searchlight	Public Notices RTP SCS SEIR; 2023 FTIP; SRTA Special Meeting 8/31/23	1,076.40
10/05/2023	4945	Spectrum Business	Internet 9/10 - 10/9/23	134.98
10/05/2023	4946	Utility Telephone	Telephone for 9/1 - 9/30/23	355.29
10/05/2023	4947	Verizon Wireless	Monthly Charge 3 SRTA Staff Phones 8/18 - 9/17/23	155.88
10/05/2023	4940	Clark Pest Control of Stockton	Pest Control September 2023	124.00
10/05/2023	ACH	CalPERS-Fiscal Services	Employer Contributions to Health Premiums and Other Post Employment Benefits (OPEB)	1,049.06
10/10/2023	DEBIT	Mailchimp	Online Survey Host Subscription 9/11 to 10/10/23	32.50
10/13/2023	4948	Benefit Resource	Flexible Spending (FSA) and Health Reimbursement (HRA) Accounts Admin September 2023	100.00
10/13/2023	4949	Brown Plumbing	SRTA Kitchen Faucet Leak	95.00
10/13/2023	4950	Circa Now, LLC	Marketing Support Services for Hydrogen Workshop Flyer for November 2, 2023	1,173.52
10/13/2023	4951	Citiguard	September Security 2023	415.00
10/13/2023	4952	Elevator Technology	Quarterly maintenance $286.00 & Phone Line Service $186.00 October, November, December '23	472.00
10/13/2023	4953	Lori J. Scott Treasurer	Property Tax 1255 East Street FY 7/1/23 through 6/30/24	131.28

Date	Num	Name	Memo	Withdrawal
10/13/2023	4954	LSC Transportation Consultants	Coordinated Transportation Plan Prof. Services through 8/31/23	10,893.17
10/13/2023	ACH	PG&E	Gas Utility October	24.33
10/13/2023	4955	Utility Telephone	Telephone for 10/1 - 10/31/23	363.83
10/13/2023	4956	Via Transportation, Inc.	CTSA and Sunday On-Demand Software Support Fees August 2023	3,150.00
10/13/2023	2335	Teamwork HR	Payroll 10/13/2023	32,529.76
10/16/2023	DEBIT	Adobe Creative Cloud	Adobe Stock Images October	29.99
10/17/2023	DEBIT	Adobe Creative Cloud	Adobe Creative Cloud All Staff 10/17/23 - 10/16/24	2,927.04
10/18/2023	4916	CalPERS-Fiscal Services	Employer Contributions to Health Premiums and Other Post Employment Benefits (OPEB)	6,396.11
10/18/2023	DEBIT	Nationwide - Plan Sponsor	Nationwide 457 Contributions Payroll 10/18/2023	3,143.83
10/20/2023	ACH	Umpqua Bank	Bank Fees October	30.00
10/25/2023	DEBIT	Amazon.com	Office Supplies	205.15
10/25/2023	DEBIT	Lands' End Business	SRTA Staff Apparel Order Logo Set Up Fee	31.10
10/26/2023	4469	JoAnne Willoughby	Cleaning Fee for Farr Facility in SLC for Regional Hydrogen Workshop	125.00
10/26/2023	4957	Carrel's Office Solutions	Copier usage period 9/1/2023 to 9/30/2023	121.59
10/26/2023	ACH	City of Redding Utilities	Utilities October	1,032.23
10/26/2023	4958	Kenny & Norine	September 2023 Legal	2,614.95
10/26/2023	4959	MJM Services	Janitorial October Cleaning $600 Materials $138	738.00
10/26/2023	4960	Record Searchlight	Public Notice - SSTAC Meeting 092723	150.00
10/26/2023	4961	SERVPRO	SRTA Hazardous Waste Cleanup	150.00
10/26/2023	DEBIT	Zoom	Audio Conferencing and Webinar 09/17/23 -10/16/23	140.00
10/26/2023	4962	Spectrum Business	Internet October	134.98
10/27/2023	2336	Teamwork HR	Payroll 10/27/2023	30,181.67
10/30/2023	DEBIT	Anewscafe	Anewscafe Online Subscription October 30, 2023 to November 30, 2023	1.35
10/30/2023	DEBIT	Old Mill House Eatery & Smoke House	Hydrogen Hub Workshop 11/2/23 - Lunch Deposit - Fully Reimbursed by Hydrogen Fuel Cell Partnership	250.00
10/31/2023	DEBIT	Old Mill House Eatery & Smoke House	Hydrogen Hub Workshop 11/2/23 - Lunch Balance - Fully Reimbursed by Hydrogen Fuel Cell Partnership	2,013.16
10/31/2023	DEBIT	Nationwide - Plan Sponsor	Nationwide 457 Contributions Payroll 10/31/23	3,143.84
				420,357.70

Transfers

No Transfers

Consolidated Transportation Services Agency (CTSA) TDA Allocation Account at Umpqua

No Disbursements

Low Carbon Transit Operations Program (LCTOP) Fund at Umpqua

No Disbursements

Local Transportation Funds (LTF) at County Treasurer

Date	Num	Name	Memo	Withdrawal
09/30/2023	2327		Total TDA payments to SRTA and RABA September	501,965.00
09/30/2023	2327		Total TDA payments to Jurisdictions September	585,226.00
10/31/2023	2340		Total TDA payments to SRTA and RABA October	501,965.00
10/31/2023	2340		Total TDA payments to Jurisdictions October	585,226.00
10/31/2023	2340		Quarterly Admin Fee Quarter 1 FY 2023/24	272.12
10/31/2023	2340		Quarterly Investment Fee Quarter 1 FY 2023/24	37.69
				2,174,691.81

State Transit Assistance Funds (STA) at County Treasurer

Date	Num	Name	Memo	Withdrawal
09/30/2023	2329		SSTA Quarter 4 FY 2022/23 Payments to RABA	346,502.00
09/30/2023	2329		SGR Payments to SRTA Quarter 4 FY 2022/23	49,984.00
10/31/2023	2341		Admin Fees Quarter 1 FY 2023/24	395.17
10/31/2023	2341		Investment Fees Quarter 1 FY 2023/24	54.73
				396,935.90

Regional Surface Transportation Program (RSTP) Account at Five Star Bank

No Disbursements